



NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND 2009 PROGRAM GUIDELINES

INTRODUCTION

In the 2004, Cincinnati City Council approved the implementation of the Neighborhood Business District Support Fund (NBDSF) Program (the Program). The Program is intended to support recognized business districts (NBDs) in 31 Cincinnati neighborhoods. The Program has three goals:

- To assist NBDs in recruiting new members and increasing community participation by promoting the NBDs at special community events and or other activities, including holiday festivals.
- To provide minimal funding for annual capital, streetscape, landscaping, safety-related, or other projects that generally improve the NBD.
- To foster cooperation between NBDs and area Community Councils.

These Program Guidelines present the Program's description, project eligibility, and approval and implementation processes. The City administers the NBDSF in partnership with Cincinnati Neighborhoods Business Districts United, Inc., (CNBDU).

CNBDU is a volunteer organization that advises the City on issues related to Neighborhood Business Districts. In the implementation of the Program the City has partnered with CNBDU due to the organizations experience and expertise. CNBDU will serve as the Program's advisor and City of Cincinnati's Department of Community Development (DCD) will serve as the Program's administrating agency. (In these Guidelines DCD is referred to as the Administrating Agency).

The NBD Program runs from March 1, 2009 through December 31, 2009. The maximum Program grant is \$7,000 for each community.

SECTION 1 -- PROGRAM PURPOSE AND CATEGORIES OF FUNDABLE PROJECTS

Four categories of projects are eligible for Program grants:

- Organizational Development,
- NBD Promotional Activities,
- Physical Improvements, and
- Collaboration between NBDs and Community Councils.

The purpose of the Program is to fund neighborhood business district projects that will enhance the vitality of Cincinnati's neighborhood business districts, enhance the leadership capacity of Business Associations and Community Councils, and support efforts to recruit, train, and

increase the productivity of volunteers. Program funds are available for projects that are planned and implemented by eligible Business Associations or Community Councils.

There are 31 Cincinnati communities with recognized NBDs. (See Appendix A for the list of recognized NBDs). The Program's definition of an NBD is: "the contiguous placement of businesses on primary streets in the neighborhood that are reliant upon neighborhood residents, while also serving customers from other communities." Typically, NBDs are composed of retail stores, restaurants, personal services, and other similar "walk-in" customer oriented businesses. These businesses and services are in a confined geographic area that makes the NBD unique, has visual impact, and its existence is important to the vitality of the neighborhood".

The Program is limited to the business districts currently recognized in 31 neighborhoods. Minor boundary adjustments are permissible at the request of the community.

PROGRAM QUALIFYING CRITERIA

Each project must meet the following qualifying criteria:

1. Support the City Council approved goals for the NBDSF;
2. Be located in one of the currently recognized neighborhood business districts;
3. Have written documentation that the neighborhood Business Association and Community Council has had an opportunity to review and comment on the project; and
4. Have a completion schedule not greater than 12 months after funding approval.

The maximum Program grant is \$7,000 for each community. These funds can be used to support one or more of the community's NBDs.

PROGRAM ELIGIBILITY STANDARDS

Projects must meet one of the following eligibility standards:

- **Organizational Development:** The project must strengthen, improve, and develop the NBD through organizational development activities for its association aimed at increasing its membership.
- **NBD Promotional Activities:** The project must increase community awareness of the NBD and its businesses. These projects are specific or general activities that seek to inform, educate, and publicize the businesses and services in the NBD to neighborhood residents, the Community Council and other neighborhood stakeholders. These activities may include special events, promotional materials such as maps or web sites, or NBD identification elements that build a sense of community, pride and cohesion.
- **Physical Improvements:** The project must focus on capital improvements, streetscape improvements or other amenities or activities in the NBD public right-of-way that are designed to improve safety, clean-up, beautify, enhance signage or lighting, and/or landscaping (including planters).

· **Collaboration between the Neighborhood Business Associations and Community Councils:** The project activities must improve the communication and collaboration between the Neighborhood Business Association and Community Council. Such activities may include the joint sponsoring of a NBD or community event. Innovation is encouraged in this area.

SECTION 2 -- GENERAL LIMITATIONS AND CONDITIONS OF THE PROGRAM

The following limitations and conditions apply to Program-funded activities.

2.1 Ineligible activities and expenses include:

- A. Direct social services such as emergency food and housing assistance.
- B. Routine operating expenses of the Business Association or Community Council such as rent, utilities, building maintenance, repair, and equipment rental, except for Business Association or Community Council expenses for phone service and a post office box not to exceed \$1,000 per contract year.
- C. The purchase of office supplies to support the ongoing operations of the Business Association or Community Council.
- D. Food expense, with the exception of, fund raising resale purposes, limited to \$1,500 per contract year.
- E. Entertainment, other than events widely promoted for general attendance by the Business Association or Community Council membership or residents of the community.
- F. Hiring non-project based staff.
- G. Compensation for Project Coordinators and other contractors for performing routine office duties or conducting activities unrelated to those of the Business Association or Community Council.
- H. Direct cash awards to individuals or groups.
- I. A Business Association or Community Council using NBDSF funds to purchase advertising that appears in its own NBDSF Program subsidized publications.
- J. Activities that duplicate government services that are currently available within the neighborhood.
- K. Hiring of Business Association or Community Council officers or their

immediate family members.

- L. Promotion of political candidates.
- M. Activities that fail to serve any public purpose.
- N. Legal fees, except for the startup of incorporation to create a Business Association.
- O. Real Estate Options.
- P. Improvement to Private Property.
- Q. Activities Prohibited by City and State Law.

2.2 Projects are subject to the following conditions:

- A. Fundraising in support of Program activities is allowed. Expenditures for prizes may not exceed \$500 per contract year. A Business Association or Community Council officer and their families may not be recipients of awards or prizes.
- B. Expenditures for communication projects and/or any items leading to the production of communication projects (i.e., graphic design, layouts, color separations, etc.) shall be limited to \$3,000 per contract year unless the Business Association or Community Council distributes at least one issue to every residence in its neighborhood, in which case the Business Association or Community Council is eligible for \$4,000 per contract year. General communication projects shall be defined as:
 - Newsletters
 - Brochures (non-project specific)
 - Flyers (non-project specific)The funding cap on general communications does not include the following: membership recruitment projects, signage specifying community boundaries, or publicity or communication elements that are integral to a larger project and not simply a communication-focused project.
- C. All Program-funded publications shall strive for balanced coverage.
- D. Revenues obtained from Program projects and their expenditures shall be reported to the Adminstrating Agency annually.
- E. Revenues obtained from Program projects shall be expended for activities that are compatible with Program Guidelines.
- F. Organizational development projects specifically for Business Association

membership recruitment shall be limited to \$1,000.

- G. Fixed assets in excess of \$100 per item shall be permanently installed in a public right-of-way, on public property, or on private property continuously available to the public.
- H. Capital assets (items having a useful life of three years or more) where cost exceeds \$200 and/or cleanup supplies, tools, etc., shall be made available to the community for NBDSF projects.
- I. Up to \$500 of Program funds may be used for the preparation of annual audits and /or financial reports.
- J. The Business Association or Community Council shall submit documentation that all projects currently funded by the City.
- K. Equipment purchased with Program funds shall be used primarily in the implementation of Program allowable projects. Such equipment shall be kept in a publicly accessible location. In the case where a Business Association or Community Council purchases the equipment on behalf of another community entity, the following information must be provided: a statement indicating where the equipment will be kept, who will use it and for what purposes, and proof of insurance against theft. All equipment purchased with Program funds will revert back to the Administrating Agency should the Business Association or Community Council cease to exist or no longer have use for the equipment.
- L. Business Associations or Community Councils are required to avoid discriminatory or exclusionary practices. However, with a demonstrated need, Program-funded programming may be offered to specific businesses or residents groups with the understanding that no business or resident may be denied participation.
- M. Business Associations or Community Councils shall provide a free, open, and competitive process for each position for which they intend to contract. All paid positions shall be openly advertised to neighborhood residents prior to hiring, even if the Business Association or Community Council intends to retain current personnel. The NBDSF Program Director (see Section 9 of these Guidelines) will provide consultation and written procedures to Business Associations or Community Councils on their hiring and procurement requirements. Business Associations or Community Councils shall document the selection process and the basis for payment. This documentation shall be in the form of a memo to the NBDSF Program Director and shall be submitted before or with the first claim invoice.
- N. In advance of selecting contractors, the Business Association or Community

Council shall determine the job descriptions and skills needed for the job and appropriate payment rate. The basis for payment shall consider: job expectations, level of experience, and other criteria defined by the Community Council. In submitting proposals, Councils should determine the type of work they want accomplished and base their proposal budget on a maximum amount they wish to spend. If they are able to obtain a worker for a lesser amount after negotiation with the candidate, then Business Association or Community Council may request an adjustment in the contract line item by writing the NBDSF Program Director.

- O. When deciding to hire contractors, participating NBDSF Business Associations or Community Councils shall determine whether the worker is an employee or a services contractor. NBDSF Program Proposal budgets shall specifically detail the working relationship. If workers are employees, then appropriate withholding for federal, state, and local purposes and other applicable employer taxes shall be detailed and the sources of funds for payment identified (NBDSF Program or other source). The NBDSF Program Director will provide information on the differences between employee and worker relationships. However, the Business Association or Community Council and its workers are ultimately responsible for adherence to withholding requirements.
- P. Prior approval from the City and coordination is required for projects proposed as improvements to City-owned property or public right-of-way.

SECTION 3 – BUSINESS ASSOCIATION OR COMMUNITY COUNCIL ELIGIBILITY TO PARTICIPATE

- 3.1 Only those Business Associations and Community Councils with Neighborhood Business Districts recognized and approved by the City of Cincinnati are eligible to participate in the Program. (See Appendix A for the 31 currently recognized NBDs). Each Business Association or Community Council may have different capacities and goals in any given year; however, each Program participant must endeavor to undertake their contracted projects and activities with the best intentions for success. Each participating Business Association or Community Council is encouraged to share its experiences with other Program participants and the Administering Agency, to consistently evaluate and improve the Program. Program participants are expected to provide constructive feedback to the Administering Agency and the Program Review Committee regarding overall administration of the Program.
- 3.2 Each Program participant accepts responsibility to fulfill its obligations to the Program in terms of service on the Program Review Committee, adherence to the Program Guidelines, and the open and democratic operation of its Business Association or Community Council.
- 3.3 In the event of a conflict or disagreement with the Program process, Program Guidelines, or the Program contract, participants may submit a written request for interpretation and guidance to the Program Review Committee. Participants may appeal the decision of the Program Review Committee by submitting a written appeal to the following in the order as listed:
 1. The Administering Agency (DCD);
 2. The Department's Director (City).
- 3.4 It is the intent of this Program to give priority to Neighborhood Business Associations as program participants. In the event of conflict between a Neighborhood Business Association and Community Council, CNBDU, in consultation with the City, shall determine which entity shall be the program participant. The City reserves the right to make the final decision.
 - A. Every business located within the NBD shall be eligible to vote on NBDSF projects. .
 - B. A participating Neighborhood Business Association or Community Council shall not discriminate in its membership recruitment.
 - C. A participating Neighborhood Business Association or Community Council shall make all decisions regarding the Program in open meetings where *all* residents, members and non-members, are allowed to vote, as applicable.
 - D. A participating Neighborhood Business Association or Community Council shall provide to the Department a description of its territorial boundaries, unless already on file in the Department. Community Councils must continue to adhere all applicable Neighborhood Support Program (NSP) Guidelines.

SECTION 4 – THE APPLICATION PROCESS.

1. Neighborhood Business Association or Community Council approved proposals are submitted to the Administering Agency and the Department.
2. The Administering Agency and the Department review proposals for eligibility verification and completeness.
3. Proposals approved by the Administering Agency are advanced to the CNBDU Approval Committee for review and approval.
4. Proposals approved by the CNBDU Approval Committee are advanced to DCDP which shall report to the Cincinnati City Council Neighborhoods and Public Services Committee Chairperson. The Neighborhoods and Public Services Committee Chairperson shall place reports on the Neighborhoods and Public Services Committee agenda at the earliest possible date for final approval by City Council.
5. The Administering Agency generates and executes contracts for all proposals approved by City Council.
6. The Department reports semi-annually to City Council with a breakdown of the communities receiving Program grants and the amount of award.
7. The Department reports to City Council the status of the NBDSF program within 60 days after NBDSF Program completion.
8. Each of the Department's Program reports will be submitted simultaneously to CNBDU, participating Community Councils and NBD Associations.
9. A schedule for the review process, including meeting dates and deadlines, will be established by the Administering Agency.
10. Mandatory financial and administrative procedures training will be established by the Administering Agency.

SECTION 4 -- PREPARATION AND SUBMISSION OF A PROGRAM PROPOSAL

- 4.1 In preparing a proposal, a Business Association or Community Council shall:
 - A. Encourage and consider all ideas from Neighborhood Business Association membership or Community Council membership, as applicable;
 - B. Make final decisions regarding the proposal in regular open, well-publicized meetings with the required quorum, where all Business Association or Community Council members, businesses located within the NBD and neighborhood residents have a vote; and
 - C. Document that a democratic process was used to develop the proposal.
- 4.2 Proposals and accompanying documentation shall be submitted to the Administering Agency and the Department by the appropriate deadline as specified in the calendar of NBDSF Program Review Committee Meetings and Deadlines. Community Councils shall use the NBDSF application forms as determined by the NBDSF Review Committee.
- 4.3 Each proposal shall be accompanied by the following documentation, if not already on file with the Administering Agency, or if there have been revisions since submitting the last NSP proposal:
 - A. Current organization By-Laws that meet the applicable requirements of City Ordinance #249-2004.
 - B. Proof of current nonprofit incorporation status within the State of Ohio (i.e., copy of a Certificate of Continuing Existence, Statement of Good Standing, or Certificate of Reinstatement) and the corporation's Articles of Incorporation and all amendments (a separate document from the By-Laws).
 - C. A resolution passed by the Business Association or Community Council, as applicable, stating that no one is barred from Business Association or Community Council membership by reason of race, sex, age, handicap, religion, or national origin.
 - D. A resolution passed by the Business Association or Community Council, as applicable, that there will be no discrimination in hiring based on race, sex, age, handicap, religion, or national origin.
- 4.4 Each proposal shall meet the following requirements:
 - A. All proposal submissions and documentation materials shall be received by the Administering Agency in advance of or on published deadline dates.
 - B. Minutes and Sign-In sheets from the Business Association or Community Council meeting at which the proposal was voted on must be submitted. If the meeting took place on a date other than the Business Association or Community Council regular monthly meeting, the Business Association or Community Council shall provide evidence that businesses and business district residents were notified in advance of the opportunity to vote on the NBDSF Program proposal.

- C. Job descriptions for any position to be paid with Program funds.
- D. An Organizational Plan shall be provided when a proposal budget seeks wages in excess of \$500 for any one worker. The Organizational Plan shall describe the connection between workers and the Business Association or Community Council and its volunteers, as well as define a set of goals and objectives for the contract term that are specific and measurable.

- 4.5 Program participants are expected to utilize all available resources to ensure quality and timely proposal submissions. A Pre-Review Deadline will be instituted to allow a Business Association or Community Council to submit draft proposals and documentation in advance of the Final Deadline. All Business Associations or Community Councils should seek to take advantage of the Pre-Review Deadline to determine potential problems in advance of the final submission.
- 4.6 Once a proposal has been forwarded onto the NBDSF Program Review Committee for approval, the Business Association or Community Council shall ensure that at least one person knowledgeable about the proposal and previous year's Final Report is present at the NBDSF Program Review Committee meeting when the proposal is considered. If no knowledgeable person is present, the proposal will not be considered.
- 4.7 Should a neighborhood fail to win approval of its proposal after engaging the established procedures and available resources, it has the right to appeal as specified in Section 3.3 of these Guidelines.

SECTION 5 -- TERMS OF THE NBDSF CONTRACT BETWEEN IIN AND THE BUSINESS ASSOCIATION OR COMMUNITY COUNCIL

Each Program participant is required to execute a contract with the Administering Agency. A copy of the contract between the Business Association or Community Council and the Administering Agency is attached hereto as Exhibit D to the contract between the City and Invest in Neighborhoods.

The following is a summary of the contracting requirements:

- 5.1 The program year begins March 1, 2009 and ends December 31, 2009. Business Associations or Community Councils must submit proposals according to the published calendar of deadlines established by the NBDSF Program Review Committee.
- 5.2 A Business Association or Community Council may submit proposals for:
 - A. No more than one contract.
 - B. A maximum grant of Eight Thousand Dollars (\$8,000).
- 5.3 Business Associations or Community Councils may combine proposals and share one contract as long as the benefits to the participating neighborhoods are evident and agreed coordination is submitted in writing.
- 5.4 A Business Association or Community Council shall submit written performance reports twice during the period of the contract (Interim and Final Reports). Interim reports shall be submitted at the midpoint of the contract term. Final Reports may be submitted as soon as projects are completed, but no later than 30 days after the contract completion date.
- 5.5 No advance payments are permitted. The payment process is on a reimbursement basis through a voucher invoice or against an invoice for goods or services received. Participants are encouraged to submit vouchers on a monthly basis. At the minimum vouchers shall be submitted on a quarterly basis. Specific procedures for filing claim vouchers will be referenced in the materials provided at the mandatory NBDSF Program Financial and Administrative Procedures Training.
- 5.6 Payments shall be withheld when Interim and/or Final Reports are not submitted by established deadlines until those reports are filed with the Agency.
- 5.7 A Business Association or Community Council may not receive in excess of two formal amendments for a single contract. Amendments must be filed in the same procedure as specified for proposals.
- 5.8 When a proposal permits contracting, the Business Association or Community Council shall follow guidelines furnished by the City's Office of Contract

Compliance. (See Appendix C).

- 5.9 A Business Association or Community Council shall have at least one representative attend the annual NBDSF Financial and Administrative Procedure Training. Failure to attend will result in the Business Association or Community Council temporary suspension from participation in Program until training requirements have been met.
- 5.10 A Business Association or Community Council must submit the name, address, zip code, and phone number of a person willing to serve as the neighborhood representative when that Business Association or Community Council.

SECTION 6 – NBDSF PROGRAM MANAGEMENT

- 6.1 It is the responsibility of each Program participant to appoint a Program Manager, who is a volunteer, to manage the project and serve as the liaison between the Business Association or Community Council and the Administering Agency to ensure effective participation in the Program.
- 6.2 While the specific duties assigned by each Program participant to its Program Manager may vary from neighborhood to neighborhood, the responsibilities listed below are suggested as a model for Program purposes. This is not a mandated or required job description, but is a helpful checklist for Program participant as they may undertake recruitment for volunteers to aid in the development and implementation of projects. A Program Manager should:
 - A. Facilitate Program participation and eligibility in terms of encouraging an open and well-publicized process for deliberating proposal ideas, and generating accurate Minutes and Sign-In Sheets from the decision-making meetings.
 - B. Work with Program participant committees to plan projects and budgets in order to maximize the acquisition of Program funds available each year to the neighborhood.
 - C. Submit monthly reports to the Program participant relative to the progress on annual Program contract.
 - D. Notify the NBDSF Program Director of any concerns, problems, or questions pertaining to the successful implementation of the Program contract and/or maintaining the neighborhood's eligibility for Program participation.
- 6.3 The Program Manager or the Program participant's designee is required to adhere to the following to ensure the community's continued compliance with the Program:
 - A. Attendance at NBDSF Program Review Committee Meeting(s) at which the neighborhood's proposal will be reviewed and approved, in order to answer any questions.
 - B. Attendance at the mandatory NBDSF Program Financial and Administrative Procedures Training, unless the Administering Agency determines that the member(s) of the Business Association or Community

- Council responsible for financial and organizational administration are proficient in those areas.
- C. Participation in and provision of documentation for a Program monitoring visit if requested by the Administering Agency.
 - D. By means of a well-publicized, fair and open recruitment process, secure any paid project managers and monitor each to ensure timely and effective implementation of contracted Program projects, in compliance with these Program Guidelines.
 - E. Retention, organization, and completion of all required Program paperwork and financial support materials by stated deadlines, including Interim and Final Reports, monthly reimbursement vouchers, financial bookkeeping system, and volunteer hours log.

SECTION 7 -- THE REVIEW COMMITTEE

- 7.1 The NBDSF Program Review Committee is comprised of CNBDU representatives who serve as a peer review group for all NBDSF Program proposals. Composition of the Committee shall be as follows:
 - A. Eleven CNBDU representatives (voting);
 - B. NBDSF Program Director (non-voting); and
 - C. One representative of the City to be appointed by the City Manager (non-voting).
- 7.2 The NBDSF Program Review Committee is responsible to both Business Associations and Community Councils for content review of proposals and to the Administering Agency for administrative and fiscal processing.
- 7.3 The purpose of the NBDSF Review Committee is to:
 - A. Review and act upon all Program proposals;
 - B. Review and act upon all Final Reports for each NBDSF community;
 - C. Approve proposals and make recommendations to the Department; and
 - D. Provide input to the Administering Agency as to changes or enhancements of potential benefit to the Program.
- 7.4 The NBDSF Program Review Committee Chair shall be elected from among the NBDSF Review Committee members.
- 7.5 A minimum of eight members of the NBDSF Program Review Committee shall be present to constitute a quorum.
- 7.6 The NBDSF Program Director and the NBDSF Program Review Committee shall establish and publicize through Business Associations and Community Councils in the 34 neighborhoods a schedule of meeting times and deadlines for proposal submissions and amendments for the coming year each August. The NBDSF Program Review Committee shall meet a minimum of six times per year.
- 7.7 The NBDSF Program Review Committee shall review and approve proposals and recommend funding to the Department. Approval will be based on the

following requirements:

- A. The NBDSP Program Guidelines have been met;
 - B. All proposal projects are adequately defined in the scope of services;
 - C. The proposed budget is reasonable and clearly itemized; and
 - D. There is evidence that the Business Association or Community Council submitting the proposal is able to manage the contract to a successful conclusion.
- 7.8 Approval of proposals requires a majority vote of persons present at the meeting. If requested, those voting against a proposal (in whole or in part) shall cite the criteria of the Guidelines that the proposal fails to meet. The NBDSP Program Review Committee may invalidate a negative vote if relevant Guideline criteria are not cited.
- 7.9 The NBDSP Program Review Committee may approve a proposal in part and reject a proposal in part. The NBDSP Program Review Committee may also approve projects subject to stated conditions for changes and corrections.
- 7.10 The NBDSP Program Review Committee shall review all new proposals, all Final Reports, and proposed project amendments that substantially alter a contract (Formal Amendment). The NBDSP Director may approve adjustments to the project budget or scope of services within the existing contract without review by the Committee if all of the following criteria apply (Informal Amendment):
- A. The proposed revision does not add to the total amount of the existing contract;
 - B. The total amount, not to exceed \$1,000, is an adjustment either within a project or between projects;
 - C. Proposed changes do not substantially alter the scope of services; and
 - D. All requests are made in writing to the NBDSP Program Director in advance.
- 7.11 A contract may be canceled by the NBDSP Program Director if, in the Director's opinion, the contract is not being properly administered. The NBDSP Director shall consult with the Review Committee, and the Department prior to any contract termination. The Program participant shall be notified of the possibility of contract cancellation and be afforded the opportunity to present its case before the Review Committee. Final determination to cancel a contract is the sole responsibility of the Administering Agency subject to an appeal to the City Department.
- 7.12 The NBDSP Program Review Committee shall monitor program performance based on the NBDSP Program Director's review and reporting of Performance Reports submitted by communities.
- 7.13 The NBDSP Program Review Committee shall decide its operating rules.

- 7.14 The NBDSF Program Review Committee may consult expert consultants as necessary.
- 7.15 The NBDSF Program Review Committee may, upon request from the Administering Agency, take on other tasks related to the NBDSP program and as agreed to by the NBDSF Program Review Committee.
- 7.16 The NBDSF Program Review Committee members must attend a majority of the Committee meetings scheduled during their term in order for their Business Association or Community Council to be considered as having fulfilled their obligation to serve. A Business Association or Community Council that does not fulfill its requirement will be subject to suspension by the NBDSF Program Review Committee from participation in NBDSF Program. The NBDSF Program Review Committee will review potential suspensions and recommend reinstatement conditions for each case.

SECTION 8 -- THE NBDSF PROGRAM DIRECTOR

- 8.1 The NBDSF Program Director, as designated by the Administering Agency, shall administer all NBDSF contracts and recommends to the Department approval of all payments to Program participants.
- 8.2 The NBDSF Program Director shall assist Business Associations or Community Councils in developing proposals and contracts.
- 8.3 The NBDSF Program Director shall review all proposals to determine possible duplication of services or conflict of services, as well as for compliance with these Program Guidelines.
- 8.4 The NBDSF Program Director shall prepare all Program materials, including a schedule of program activities, for the NBDSF Program Review Committee's consideration, and execute contracts to approved Program participants.
- 8.5 The NBDSF Program Director shall maintain copies of all submitted proposals, NBDSF Review Committee minutes and correspondence pertaining to the proposals and contracts, for two years.
- 8.6 The NBDSF Program Director shall provide a Program orientation session and training workshops for Business Associations or Community Councils, as well as individual assistance upon request.
- 8.7 The NBDSF Program Director shall provide site-monitoring visits, technical assistance and assess challenges associated with the implementation of Program contracts.
- 8.8 The NBDSF Program Director and the NBDSF Program Review Committee shall conduct program evaluations and report the results to the Administering agency.

- 8.9 The NBDSF Program Director shall be responsible for interpreting the NBDSF Guidelines for the NBDSF Program Review Committee and the Business Association or Community Council, in consultation with the Administering Agency and City as needed and/or required.

SECTION 9 -- THE CITY OF CINCINNATI

- 9.1 The Department shall have final authority for determining that projects and the expenditures of Program funds are in compliance with these Program Guidelines. The City retains the right to disapprove projects and/or the expenditures of Program funds that do not comply with these Program Guidelines.
- 9.2 The Department shall review proposals and provide comments on the proposals with the Administering Agency as needed.
- 9.3 The Department shall have final authority in determining the eligibility of neighborhoods to participate in the Program.
- 9.4 The Department shall determine the Scope of Services and Budget and execute the contract with the Administering Agency.
- 9.5 The Department shall provide to CNBDU all required and binding policies, guidelines, regulations, and compliance forms that could potentially impact the Program.
- 9.6 The Department shall approve all payments to Business associations, Community Councils and the Administering Agency, in accordance with these guidelines and all other applicable federal, state and local laws.
- 9.7 The City Manager or Designee, shall have the right to amend these Guidelines as necessary or desired.

APPENDIX A

WHO MAY PARTICIPATE

Each of the 34 Cincinnati neighborhoods listed below has at least one recognized neighborhood business district. The City-recognized business association (or the Community Council in the absence of a business association) in each of these neighborhoods is eligible to participate in the program, provided the conditions specified within the NBDSF Guidelines are met. Any additions or deletions to this list shall be pursuant to City of Cincinnati policy.

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| 1. Avondale | 31. Walnut Hills |
| 2. Bond Hill | 32. West End |
| 3. California | 33. West Price Hill |
| 4. Camp Washington | 34. Westwood |
| 5. Carthage | |
| 6. Clifton | |
| 7. Clifton Heights | |
| 8. College Hill | |
| 9. Columbia-Tusculum | |
| 10. Corryville | |
| 11. East Price Hill | |
| 12. East Walnut Hills | |
| 13. Evanston | |
| 14. Hartwell | |
| 15. Hyde Park | |
| 16. Kennedy Heights | |
| 17. Lower Price Hill | |
| 18. Madisonville | |
| 19. Mt. Adams | |
| 20. Mt. Airy | |
| 21. Mt. Lookout | |
| 22. Mt. Washington | |
| 23. North Avondale | |
| 24. Northside | |
| 25. Oakley | |
| 26. O'Bryonville | |
| 27. Over-the-Rhine – Main Street | |
| 28. Over-the-Rhine – Vine Street | |
| 29. Pleasant Ridge | |
| 30. Roselawn | |

APPENDIX B

NEIGHBORHOOD BUSINESS DISTRICTS

The following information should be used to assist applicants in identifying those Neighborhood Business Districts (NBDs) eligible for funding:

The City of Cincinnati defines an NBD as “the contiguous placement on primary streets in the neighborhood that are reliant upon neighborhood residents and also serve customers from other communities. Typically, NBDs are composed of retail stores, restaurants, personal services, and other similar ‘walk-in’ customer oriented businesses. NBDs help to define the unique character of their neighborhood and are critically important to the visual impact of the neighborhood and to the maintenance and revitalization of the neighborhood.”

B. NBD areas recognized by the City of Cincinnati are as follows:

NEIGHBORHOOD	GENERAL BOUNDARY
AVONDALE (A)	Reading Road from Lincoln & University Avenue to Blair Avenue (Avondale Town Center).
AVONDALE (B)	Burnet Avenue from Forest Avenue to Erkenbrecher Avenue, Vine Street from Forest and Woolpert to Ehrman, Rockdale west of Reading Road, Burnet Avenue south to Martin Luther King.
BOND HILL (A)	Reading Road from Anita and Andina Street north to Dale Rd. and Elizabeth Place.
BOND HILL (B)	California Avenue from Reading Road to residential, Paddock Road between California Avenue and Laidlaw Avenue, California Avenue from Paddock Road to Oberlin Boulevard.
CALIFORNIA	Kellogg Avenue from Renslar to Sutton.
CAMP WASHINGTON	Colerain Avenue from Elam Street to Township Avenue, Hopple Street from I-75 to Garrard.
CARTHAGE	70th Street north to Paddock Road on Vine Street.
CLIFTON	Ludlow Avenue from Whitfield Avenue to Brookline Avenue, Clifton Avenue from Terrace Avenue to Hosea Avenue.
CLIFTON HEIGHTS	McMillan Street from Ravine Street to Vine Street, Calhoun Street from Vine Street to Clifton Avenue.

COLLEGE HILL	Hamilton Avenue from 5742 Hamilton to Wittlou Street.
COLUMBIA TUSCULUM	Eastern Avenue from Stanley Avenue to Delta Avenue, Delta Avenue from Eastern Avenue to Golden Street, Columbia Parkway from Delta Avenue to Stanley Avenue, Stanley Avenue from Columbia Parkway to Eastern Avenue.
CORRYVILLE	Vine Street from Rochelle Avenue to Wm. Howard Taft Road, University Avenue from Euclid Avenue to Jefferson Avenue.
EAST PRICE HILL	Glenway Avenue from Hawthorne Avenue to Beech Avenue.
EAST WALNUT HILLS	Woodburn Avenue from Locust Street to Lincoln Avenue, Madison Road from Victory Parkway to Hackberry Street.
EVANSTON	Montgomery Road from Hewitt Avenue to Jonathan Avenue, Woodburn Avenue from Ruth Avenue to Fairfax Avenue.
HARTWELL	Galbraith Road north on Vine Street to Hillsdale Avenue.
HYDE PARK (A)	Erie Avenue from Michigan Avenue to Zumstein Avenue, Edwards Road from Observatory Road to Erie Avenue.
HYDE PARK EAST (B)	Erie Avenue from Victoria Lane to Pinehurst Avenue
KENNEDY HEIGHTS	Montgomery Road from Tyne Avenue to Coleridge Avenue.
LOWER PRICE HILL	State Avenue from Hopkins Avenue to St. Michael Street, W. Eighth Street from Glenway Avenue to Depot Street.
MADISONVILLE	Intersection of Bramble Avenue and Whetsel Avenue.
MT. ADAMS	St. Gregory Street from Hatch Street to Jerome Street, Pavilion Street from Belvedere Street to St. Gregory Street.
MT. AIRY	Colerain Avenue from Kirby Road to slightly south of North Bend Road (5434 Colerain Avenue).
MT. LOOKOUT	Intersection of Delta Avenue and Linwood Avenue
MT. WASHINGTON	Beechmont Avenue from Crestview Avenue to Mears Avenue.
NORTH AVONDALE	Glenwood Avenue (south) to Asmann (north), Reading Road from Asmann.

NORTHSIDE	Hamilton Avenue from Hobart Place to Knowlton's Corner (Intersection of Hoffner Street and Spring Grove).
OAKLEY	Madison Road from Drake Avenue to Brazee Street.
O'BRYONVILLE	Madison Road from Elmhurst Avenue to Lavinia Street, Torrence Parkway from Elmhurst Avenue to Madison Road.
OVER-THE-RHINE (Main St.)	From Central Parkway in south to Liberty Street in north including across 13th Street to Sycamore down Sycamore to Reading and back to Main Street.
OVER-THE-RHINE (Vine St.)	From Central Parkway in south to McMicken/Findlay five points intersection.
PLEASANT RIDGE	Montgomery Road from Lester Road to Woodmont Avenue, Ridge Road from Parkview Avenue to Woodsfield Street.
ROSELAWN	Reading Road from Section Road north to Summit Road, Brookcrest to Reading Road and Shanandoah (includes Valley Shopping Center).
WALNUT HILLS	E. McMillan Street from Ashland Avenue to Boone Street, Gilbert Avenue from Yale Avenue to Florence Avenue, Wm. Howard Taft Road from Ashland Avenue to Melrose Avenue, Victory Parkway from Cypress Street to Wm. Howard Taft Road.
WEST END	Linn Street from West Court Street north to York Street.
WEST PRICE HILL	Glenway Avenue from Seton Avenue to Boudinot Avenue.
WESTWOOD	Harrison Avenue from Kling Avenue to Higbee Street.

APPENDIX C

EXAMPLES OF ELIGIBLE NBDSF PROJECTS

Banners
Blight elimination
Brochures
Business development analyses
Clean-up of vacant lots and public areas
Code enforcement of littering, zoning, health regulations
Communication in multi-ethnic neighborhoods
Crime prevention activities
Educational materials on community issues (i.e., recycling, crime prevention)
Expert and consultant services
Fund raising in support of eligible activities
Fund raising events
Historic preservation initiatives
Housing stock assessments (within the NBD)
Landscaping of vacant public areas
Law enforcement/emergency response studies
Leadership training
Liability insurance to support eligible public service activities
Membership recruitment activities
Membership training
Newsletters
Painting of public structures
Park benches
Promotional or educational events
Promotional, educational videos
Promotional material development
Public signage
Publicity materials
Recycling initiatives
Special event security
Tot lot and play area improvement
Trash containers
Welcome signs

APPENDIX D

City of Cincinnati Ordinance ____-2006

(To be inserted after passed by City Council)

APPENDIX E

PROPOSAL FORM

For Neighborhood Business District Support Fund

(For assistance in completing proposal, call 513-352-6146)

**SEND PROPOSAL TO: City of Cincinnati – Department of Community
Development**

805 Central Avenue, Suite 700. Cincinnati, OH 45202-1947

PLEASE PRINT IN INK OR TYPE Amount Requested: _____

Neighborhood Business District/Council Name:

Project Manager:

Address: _____ **Zip Code:**

Phone: Day: _____ **Evening:**

President's Signature:

Have you included the following documentation? Check those that are enclosed or mark "N/A" for those that do not apply. Proposals will not be considered without this documentation, which must be kept on file at Department of Community Development.

_____ Proof of Non-Profit Status	_____ Current By-Laws
_____ Current Articles of Incorporation	_____ Statements of Nondiscrimination
_____ Council Minutes & Sign-In Sheets	_____ Previous Year's Final Reports
_____ Organizational Plan for Employee	_____ Job Descriptions for Employees

What was the vote on this Proposal at the decision-making Council meeting? Date of meeting:

_____ **Number of Yeas** _____ **Number of Nays** _____ **Total Attendance** **Quorum? Yes** _____ **No**

List the projects you will undertake in this contract. In the scope of services, each project must be described completely, including what you wish to accomplish, how you will accomplish it, and how you will measure and evaluate success. Also be sure to complete the itemized budget sheet indicating specific expenses for each project.

PROJECTS	Renewal Yes/No	Volunteer Hours Estimated	Start and End Dates	Budget	Amendment / Adjustment
1					
2					
3					
4					
5					
6					
TOTAL					

APPENDIX F

NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND (NBDSF) PROPOSED BUDGET FOR CONTRACT PERIOD

Project	Direct Personnel Services	Specialty Contracts	Printing	Fixed Improvement s or Equipment	Postage	Consumable Supplies	Mileage or Misc.	Total
1								
2								
3								
4								
5								
6								
TOTAL								

SUPPORTING EXPLANATIONS

List specific items included in “Specialty Contracts” column. Include dollar amount.
(Example: Photo Developing - \$50)

List specific items included in “Fixed Improvements or Equipment” column. Include dollar amount. (Example: Park Benches - \$200/each)

List specific items included in “Mileage or Misc.” column. Include dollar amount.
(Example: Gas for lawn mower - \$20)